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				New		Apply	Actions
Account Executive	6/16/2010	6/16/2010			0	0	Edit / Delete / Archive

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Resume Search

Job Posting



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* required field
Job Posting

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Company Information (optional)

*Company Name	KRNV & KENV	*State / Province	Nevada
*Address	1790 Vassar Street	*Zip	89502
*City	Reno	*Phone	775-322-4444
Hide Company Info	Yes <input checked="" type="radio"/> No <input type="radio"/>		

Job Definition

Ref #	10-34-570-01	Benefits	Medical, Dental, Vision, 401K, vacation/sick hours
Start Date	7/6/10		
*Job Title	Account Executive		
Position Type	Full Time	Travel	yes
Job Category	Sales/Marketing/Advertising	Salary	Commission Annual <input checked="" type="radio"/> Hourly <input type="radio"/>
Education	High School or Equivalent	Paid Relocation	No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown <input type="radio"/>
Citizenship	US Citizen	*Weeks to be Posted	2 week
*Job Description	Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made		

Job Location

*City	Elko
*State / Province	Nevada
*Zip	89801

Contact Information

*Contact Name	Carrie , Walker	State / Province	Nevada
Title		Phone	775-322-4444

Company Name	KRNV & KENV	Fax	775-785-1208
Address	1790 Vassar Street	*E-mail	cwalker@krnv.com
City	Reno	Web	

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WALKER, CARRIE

From: Earlene Lefler [earlenelefler@yahoo.com]
Sent: Wednesday, June 16, 2010 2:11 PM
To: WALKER, CARRIE
Subject: Re: Post KENV Account Executive posting

The job has been posted. Thank you

Earlene Lefler
Nevada Broadcasters Assoc.
1050 E. Flamingo Rd.
Suite S102
Las Vegas, NV 89119
(702) 794-4994
Fax: (702) 794-4997

From: "WALKER, CARRIE" <CWALKER@KRNv.com>
To: _JOB POSTINGS <_JobPostings@kvbc.com>; keitha@gbcnv.edu; medialine@medialine.com; Earlenelefler@yahoo.com; ccnmainfo@ccnma.org; "HRITZ, TERRY" <thrutz@kenvtv.com>
Sent: Wed, June 16, 2010 11:47:48 AM
Subject: Post KENV Account Executive posting

Please post the attached KENV Account Executive position in your posting area.

Also attached is a summary of KENV job openings.

Thank you,

Carrie Walker

KRNv Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

Job Listing Preview



Supplemental Information

KENV News 10 (NBC) Elko, Nevada

Position	Account Executive
Station Ownership	Ruby Mountain Broadcasting
Reference #	<i>Will be assigned when submission is completed ...</i>
Type	Television
Full / Part	Full Time - Regular
Experience	Preferred
Posted	6/25/2010
Closes	7/6/2010
Time Left	11 Days
DMA	N/A
Found In	Sales - Account Executive



Account Executive

Typical Duties:

Generate new advertising revenue for station and internet products Maintain and service existing accounts Monitor schedules placed with station to insure proper schedules Develop proposals for clients to aid them in maximizing the utility of their TV dollars Review and update special programming materials to insure potential advertisers are made aware of upcoming events Write copy, prepare and produce creative commercials for direct accounts Project sales figures on a monthly basis Responsible for collection of individual account billing and Perform other tasks related to the position as assigned.

Requirements:

Sales experience Media knowledge helpful Team Player Ability to carry computer and television equipment Valid driver's license, insurance, and have a dependable vehicle Maintain a contact telephone and Clean DMV Report printout and Pass pre-employment drug testing required.

Salary Type	Commission
Salary Range	Salary & Commission
Starting Salary / Year	Salary & Commission
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	8:00 am to 5:00 pm
Workweek	Monday to Friday
Scheduled on Holidays	No
Start Date	ASAP!
Probation Period	3 Months

Benefits	Yes - Full Time Only
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	Yes
Paid Sick Leave	Yes - Full Time Only

Phone Calls	No Phone Calls Please
Agent Phone Calls	No Phone Calls Please

Résumé	Required
Cover Letter	Preferred
References	Required
Salary History	Preferred

Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé	Yes - 775-785-1208
TVJobs.com E-Résumé	Yes

Degree Required	No - w/comparable experience
------------------------	------------------------------

Job Available: Immediately

Contact: Human Resources
Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
Email resumes to: cwalker@MyNews4.com

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER

This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.

Date Posted: 6/16/10

When responding to this job ad, please
mention you saw it listed at TVJobs.com

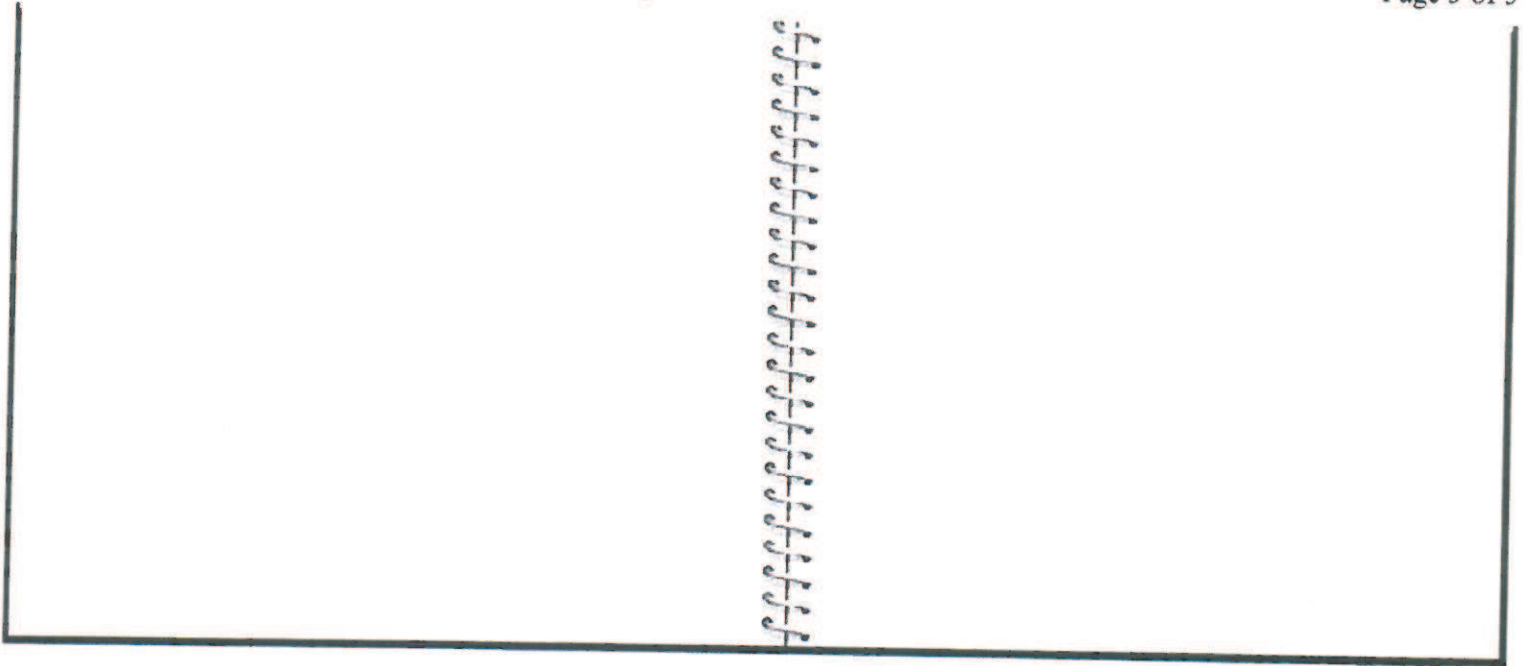
© Broadcast Employment Services 1994-2010

 Send Resume

Annual E-Resume subscription
or DigitalTalent resume required.

[[View other KENV News 10 job listings](#)]

Contract Required	No
Contract Length	
Special Requirements	Yes - See Ad
Driver's License	
Insurance	Required
Good Driving Record	Absolutely Mandatory
Heavy Lifting	Required
Previous Applicants	Please Reapply
Local Apartment Rental	
Moving Expenses	Covered By Employee
Union Position	No
Union Contract Expires	
Confirmation Letter	No
Rejection Letter	No
Feedback	No
Drug Screen	Only if Job Offered
Proof of Eligibility to work in U.S. Required	Yes
Equal Opportunity Employment	Yes
EOE Data Form	Yes



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[Accept \(Final\) -->](#)

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Post
Jobs



"Account Executive"
position has been submitted to a temporary holding area.

Upon approval by a TVJobs.com Administrator, the job will be placed on-line, and you will receive notification via e-mail.

You can...

- Submit another [job](#) to the temporary holding area.
- Look through available [resumes](#).
- Submit Interview [Tips](#).
- Return to Main Page of [TVJobs.com](#).

Note! If you do not have an account with TVJobs.com and wish to confirm your job is on-line, login as a "Guest" in the Job Bank area and check the listings for

Account Executive TVJ#34131242.

Pay particular attention to the Control Number, as this number is unique to the job you posted. Please be patient ... this job will not be placed on-line automatically. It will be reviewed first by a TVJobs.com Administrator before being added to the database. Thank you!

Would you like to be able to submit jobs directly to the database? Are you a Station Manager, Human Resources Manager, News Director, Production Manager, Chief Engineer or the person tasked with posting jobs for your station?? Become a registered employer today, and post jobs 24 hours a day! It's free and easy!

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WALKER, CARRIE

From: jobs@tvjobs.com
Sent: Monday, June 28, 2010 12:48 PM
To: WALKER, CARRIE
Subject: TVJobs.com - Account Executive position posted

JOB POSTING NOTIFICATION FROM TVJOBS

Carrie Walker,

The "Account Executive" position for KENV was just posted in the Job Center and is now available on-line ...

Station : KENV
Position : Account Executive
Category : Sales - Account Executive
Database : Television
Job ID : TVJ#34131242
Posted : 6/28/2010
Expires : 7/28/2010
Status : Non-Registered Employer - New Job Listing
Ad Text :

Account Executive

Typical Duties:

Generate new advertising revenue for station and internet products Maintain and service existing accounts Monitor schedules placed with station to insure proper schedules Develop proposals for clients to aid them in maximizing the utility of their TV dollars Review and update special programming materials to insure potential advertisers are made aware of upcoming events Write copy, prepare and produce creative commercials for direct accounts Project sales figures on a monthly basis Responsible for collection of individual account billing and Perform other tasks related to the position as assigned.

Requirements:

Sales experience Media knowledge helpful Team Player Ability to carry computer and television equipment Valid driver's license, insurance, and have a dependable vehicle Maintain a contact telephone and Clean DMV Report printout and Pass pre-employment drug testing required.

Job Available: Immediately

Contact:

Human Resources

Ruby Mountain Broadcasting
1025 Chilton Circle
Elko, Nevada 89801
Email resumes to: cwalker@MyNews4.com

RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, marital or veteran's status.

Date Posted: 6/16/10

Notes :

1. We recommend that you either save or print this page and provide the above Job ID number to a TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs (<http://www.tvjobs.com>)
3. We will send notification of pending expiration 5 days prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 7/28/2010.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=3569831315489135>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<



June 7, 2010

To: Elko Daily Press
Phone: 775-738-3118
Fax #: 775-738-2215

From: Carrie Walker
KENV TV 10
Phone: 775-322-4444 Ex. 1207
Fax #: 775-785-1208

Please **Quote** the following ad for one week or best offer.

KENV — News 10 - NBC in Elko is currently looking for a Full Time Account Executive. Applicant must be creative, motivated and work well with others. Successful applicant must maintain current sales accounts and be willing to contact, develop, and prospect new business accounts. KENV offers competitive wages and great benefits. Please send or drop your resume off to KENV, 1025 Chilton Circle, Elko, NV 89801 or fax to 775-777-7758. KENV News 10 is an EOE.

Thank you

Carrie Walker
Business Manager

Please fax QUOTE to 775-785-1208.

HP Color LaserJet 2840

KRNV
7757851208
Jul-7-2010 12:32PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2287	7/ 7/2010	12:31:18PM	Send	17757382215	0:49	0	Comm Error 386



June 7, 2010

To: Elko Daily Press
Phone: 775-738-3118
Fax #: 775-738-2215

From: Carrie Walker
KENV TV 10
Phone: 775-322-4444 Ex. 1207
Fax #: 775-785-1208

Please **Quote** the following ad for one week or best offer.

KENV — News 10 - NBC in Elko is currently looking for a Full Time Account Executive. Applicant must be creative, motivated and work well with others. Successful applicant must maintain current sales accounts and be willing to contact, develop, and prospect new business accounts. KENV offers competitive wages and great benefits. Please send or drop your resume off to KENV, 1025 Chilton Circle, Elko, NV 89801 or fax to 775-777-7758. KENV News 10 is an EOE.

Thank you

Carrie Walker
Business Manager

Please fax QUOTE to 775-785-1208.

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Wednesday, July 07, 2010 2:19 PM
To: (employment@elkodaily.com)
Subject: Employment ad quote needed
Importance: High
Attachments: Elko Daily Press Ad QUOTE.doc

I have attached a request for a employment ad quote. Please email quote back to me or fax to 775-785-1208.

Thank you,

Carrie Walker

KRNV & KENV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

7/7/2010

WALKER, CARRIE

From: Elizabeth Todd [etodd@elkodaily.com]
Sent: Wednesday, July 07, 2010 2:58 PM
To: WALKER, CARRIE
Subject: Re: Employment ad quote needed

Importance: High

Hi Carrie,
7 days (in print and online): \$119.60
Then if you want to add any extras to help it stand out, bold is \$5.00; reverse text is \$12 (Black background with white text); etc.
The soonest this can start is Friday. Let me know which package you want to do &/or if you have any questions.

Thanks,
Lizz Todd
Employment Specialist
(775) 748-2714 Direct line

Put your company center stage by advertising in one of the most popular publications of the year!
2010 Elko County Fair & Premium List
Deadline is July 16th - Reserve your space today!

On 7/7/10 2:19 PM, "WALKER, CARRIE" <CWALKER@KRNv.com> wrote:

I have attached a request for a employment ad quote. Please email quote back to me or fax to 775-785-1208.

Thank you,

Carrie Walker

KRNv & KENV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com <<http://www.mynews4.com/>><<http://www.mynews4.com/>>

CATALOG NUMBER	APP Date	Applicant's Name	Resume or App	Resource	Applying for Specific Position	Dept. App Forwarded To	Phone	No. of Applicants	Applicants by Resource	Applicants Interviewed	Interviewed by Resource
034-10-1026	7/19/10	Andreson, Judy	R	Elko Daily Free Press	Account Executive	Hritz	273 Court Street Elko, NV 89801	(775) 778-3745	1	1	
034-10-1023	7/15/10	Bowman, Nicole	R	Elko Daily Free Press	Account Executive	Hritz	319 N. 30th St #J304 Boise, ID 83702	(541) 910-2082	1		
034-10-1019	7/13/10	Cortez, Benjamin	R	Elko Daily Free Press	Account Executive	Hritz	402 Meadow Valley Ranch #8 Elko, NV	(775) 753-9298	1		
034-10-1016	7/12/10	Drew, Micah	R	Elko Daily Free Press	Account Executive	Hritz	158 Lorenzo Dr Spring Creek, NV 89815	(775) 397-0556	1	4	2
034-10-1017	7/12/10	Jordan, Jennifer	R	Great Basin College	Account Executive	Hritz	358 Thompson Dr. Spring Creek, NV	(775) 777-8777	1	1	1
034-10-1015	7/12/10	Kenworthy, Billie	R	Holjobs	Account Executive	Hritz	1350 Oak St Elko, NV 89801	(775) 934-5484	1		
034-10-1007	7/9/10	McDermitt, Darla	R	Holjobs	Account Executive	Hritz	1105 Maple St Elko, NV 89801	(775) 738-8882	1		
034-10-1018	7/13/10	Schultz, LaReta	R	Holjobs	Account Executive	Hritz	2150 Timon Road #218 Elko, NV 89801	(775) 388-0365	1		1
034-10-1025	7/15/10	Wolford, Paula	R	Holjobs	Account Executive	Hritz	511 Burton Rd #82 Elko, NV 89801	(775) 738-2109	1		
034-10-1014	7/12/10	Young, John	R	Holjobs	Account Executive	Hritz	901 Meadow Vista Dr Carson City, NV 89705	(775) 267-0636	1	5	1
034-10-1004	6/28/10	Beech, Evan	R	Idaho State University	Account Executive	Hritz	2019 Diane Lane Pocatello, ID 83201	(208) 232-2940	1	1	
034-10-1002	6/16/10	Giloon, Jim	R	Internet	Account Executive	Hritz	367 Manzanita Street Henderson, NV 89014	(702) 812-4146	1		
034-10-1010	7/9/10	Horn, Darla	R	Internet	Account Executive	Hritz	2074 Meadow Ridge Dr. Elko, NV 89801	(775) 385-8751	1		
034-10-1031	7/27/10	Johnson, Kathleen	R	Internet	Account Executive	Hritz	288 Oakshire Dr Spring Creek, NV 89815	(775) 777-7492	1		
034-10-1012	7/9/10	Romero, Stephanie	R	Internet	Account Executive	Hritz	834 Juniper Street Elko, NV 89801	(775) 340-8419	1		
034-10-1013	7/12/10	Safford, Alisa	R	Internet	Account Executive	Hritz	P.O. Box 8425 Spring Creek, NV 89815	(775) 778-9519	1		
034-10-1009	7/9/10	Sanhuff, Donelle	R	Internet	Account Executive	Hritz	159 County Club Pkwy Elko, NV 89815	(816) 835-0387	1		
034-10-1003	6/23/10	Seiavitch, Evan	R	Internet	Account Executive	Hritz	6075 Ridgeline Street Pittsburgh, PA 15217	(412) 370-1160	1	7	
034-10-1024	7/15/10	Dapiran, Theresa	R	State	Account Executive	Hritz	Not listed on resume	(775) 340-0571	1	1	1
034-10-1021	7/14/10	Bullock, Kathy	R	Unknown	Account Executive	Hritz	311 Bluecrest Dr. Spring Creek NV	(775) 397-0587	1		

SUNBELT COMMUNICATIONS COMPANY **HIRE AUTHORIZATION**

STATION: KENV **DEPARTMENT:** Sales
POSITION: Account Executive **STATUS:** F/T P/T
 (Circle One)

RECRUITMENT EFFORTS (CONTACTS):

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) Elko Daily Free Press
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Charles Briggs</u>	<u>034-10-1028</u>	<u>7/20/10</u>	<u>Word of mouth</u>
<u>Theresa Depina</u>	<u>034-10-1024</u>	<u>7/20/10</u>	<u>STATE OF NV</u>
<u>LA RETA Schultz</u>	<u>034-10-1018</u>	<u>7/20/10</u>	<u>EDFP Has Jobs</u>
<u>Jennifer Jordan</u>	<u>034-10-1017</u>	<u>7/20/10</u>	<u>Great Basin College</u>
<u>Mirah Drew</u>	<u>034-10-1016</u>	<u>7/20/10</u>	<u>Elko Daily Free Press</u>
<u>Jennifer Larrick</u>	<u>034-10-1011</u>	<u>7/20/10</u>	<u>Unknown</u>
<u>Julie Andrews</u>	<u>034-10-1026</u>	<u>7/20/10</u>	<u>Elko Daily Free Press</u>
<u>Dani Voiselle</u>	<u>034-10-1020</u>	<u>7/20/10</u>	<u>Unknown</u>

8 TOTAL INTERVIEWS

HIRE AUTHORIZATIONPosition: Account Executive Station KENVCandidate Hired: Micah Drew**RESULT/SYNOPSIS (why you chose this candidate; must be completed):**

Micah was hired because of her customer service skills, very personable during interview.
She also grew up in Elko and is familiar with the business community.

Referral Source (how they heard about job)**Name**Selected: Elko Daily Free Press
(Referral source)Micah Drew
(Candidate hired)Start Date: 8/3/10

Replacing: _____

APPROVED BY:

President

DATE: 8/2/10



RECEPTIONIST

NOTICE OF
POSITION
AVAILABILITY
(Revised 6/2/1008)



PERSONNEL OFFICE USE ONLY

Referral Source:

Referral

Date Filled:

8-12-10

New Hire's Name:

Suzanne Welch

STATION: KENV

DEPARTMENT:

G/A

JOB TITLE: RECEPTIONIST

SUBMIT RESUMES TO:

Terry Hritz

SHIFT: M-F 8Am-5pm

JOB AVAILABLE:

(who should HR forward the resumes to)
8/14/10

REQUIREMENTS:

(Example - typing speed, carry equipment, driver's license)

see attached

PRESENT SALARY RANGE:

\$10

PER

hour

PREVIOUS EMPLOYEE PAID: (required; do not put negotiable, TBD, etc)

\$10

PER

hour
month, hour, year, etc

Ami Simpson

(EMPLOYEE NAME THAT NEW HIRE WILL BE REPLACING)

EEO REFERRAL SOURCES TO CONTACT: (choose from referral listing book)
CAN NOT JUST DO INTERNET POSTING

General posting

APPROVED

BY:

(Department Head)

APPROVED

BY:

(General Manager)

DATE:

DATE:

APPROVED

BY:

(President)

DATE:

8/2/10